

NAVSTABREMINST 3010.1  
B10  
25 Aug 99

NAVAL STATION BREMERTON INSTRUCTION 3010.1

From: Commanding Officer, Naval Station Bremerton

Subj: EMERGENCY/INCLEMENT WEATHER PLAN

Ref: (a) NAVSHIPYDPUGETINST 3010.3B, Curtailment of Operations  
During Extreme Weather/Emergency Conditions  
(b) HRO Manual, Chapter 2, Absence and Leave

1. Purpose. To establish an inclement weather policy for Naval Station Bremerton and to issue base access policy during inclement weather for Naval Station Bremerton, Regional Program personnel located at Naval Station Bremerton, and tenant commands. Inclement weather procedures for Puget Sound Naval Shipyard employees are described in reference (a).

2. Guidance. Although it is impossible to anticipate all circumstances, reference (b) establishes the following guidance for making emergency dismissal decisions based on severe weather conditions.

a. Liberal Leave. If severe weather or emergency conditions occur which do not result in base closure, employees may take leave or leave without pay without prior approval. Employees will inform their supervisors of their intentions. "Essential" personnel are expected to report on time. Staff code/departments heads are responsible for notifying employees who have been designated "essential."

b. Late Arrivals. If the base remains open but emergency conditions make it difficult for employees to arrive on time, reasonable delays (up to one hour) in reporting to work may be excused without loss of leave for employees who experience commuting delays. Again, "essential" employees are expected to report on time.

c. Base Closure. If extreme weather or other emergency conditions require closure of all or part of the base, employees not designated as "essential" are excused from duty without loss of pay or charge to leave. "Essential" employees are expected to report as scheduled.

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(1) If an emergency situation requiring base closure develops prior to normal working hours, an administrative order will be issued relieving employees from duty without charge to leave or loss of pay. Employees on previously authorized leave will not be charged leave.

(2) If the emergency arises after the work day has begun, the Commanding Officer may announce early dismissal. In the event of an early dismissal the following leave procedures apply:

(a) There is no charge to leave for the remainder of the shift for those non-essential employees who have reported to work.

(b) For those who report to work and depart on leave before time set for dismissal, leave is charged from the time departed until the time set for dismissal.

(c) For those absent on approved leave for the entire shift, the entire absence is charged to leave (annual, sick, LWOP, etc.).

(3) If base closure exceeds five consecutive workdays, annual leave or other appropriate type of leave other than administrative leave will be charged for the sixth day and all subsequent days affected by the closure.

3. Snow/ice conditions have been separated into three major categories:

a. Snow Condition III. Heavy frost, light snow (falling or predicted).

b. Snow Condition II. Heavy snow predicted.

c. Snow Condition I. Heavy snow falling or accumulated snow and/or severe ice.

4. The Command Duty Officer (CDO) will keep the Executive Officer and Commanding Officer informed of road conditions on the base and make recommendations for setting the appropriate snow condition. Base closures or delayed openings will normally be set in conjunction with Snow Condition I. Base access during official closures or delays will be limited to personnel that have been designated as essential, who live on the base, or are deemed required by Shipyard or other tenant and afloat commands during closure or reduced operations. Close coordination between

Naval Station Bremerton and the Shipyard is essential to ensure that command requirements during closure or reduced operations are adequately addressed. For conditions that develop after normal working hours, a closure/delay opening decision will normally be made by 2400, but in all cases, no later than 0500. If conditions deteriorate, a "delayed opening decision" may be changed to a "base closure decision" prior to the announced start time.

5. During normal working hours, early closures will be announced by phone message to tenant commands and via department/staff code heads to all hands. The announcement will be followed by an all hands e-mail. In the event of emergency or severe weather conditions which commence after normal working hours, information regarding work operations status will be issued by phone to CDOs for tenant commands and will be available to all hands as follows:

a. Phone Messages. The CDO will update the Quarterdeck watch with current information as conditions change. The Quarterdeck watch will provide personnel with base status. The Quarterdeck phone number is (360)476-0126.

b. Media Announcements. Coordinated closures or delayed opening announcements for Naval Station Bremerton and Puget Sound Naval Shipyard will be provided to the following radio and television stations:

KIRO = AM 710  
KOMO = AM 1000  
KOMO - Channel 4  
KING - Channel 5  
KOMO - Channel 7

/S/

J. A. HOLDEN

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